

# **JOB OPPORTUNITY**

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Posting Date

## **MASSACHUSETTS TRIAL COURT**

### **Job Description and Qualifications for Judicial Assistant Series**

*This position is part of a series that includes a number of levels. Employees are appointed to the entry level and are eligible to advance to the higher levels consistent with this job description and Trial Court policies.*

#### **SUMMARY OF SERIES:**

The positions within this series perform administrative assistance and secretarial services to one or more Trial Court Justices. The position title above the entry level requires the performance of increasingly more responsible and varied work requiring more knowledge of court procedures, administrative procedures, and word processing functions. Employees are appointed at the entry level and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title.

#### **ORGANIZATIONAL LEVELS:**

**Judicial Assistant I** - This is the entry level position title within this series. Employees at this level are expected to perform a variety of administrative and secretarial duties for one or more Justices.

**Judicial Assistant II** - This is the second level position title within this series. Employees at this level are expected to perform higher level word processing and administrative support functions.

#### **MAJOR DUTIES:**

##### **Judicial Assistant I**

Screens visitors and telephone calls and answers inquiries or refers them to appropriate personnel.

Types correspondence and administrative reports for Justice(s)' review and signature.

Proofreads typed material for accuracy and correct punctuation, spelling, and grammar.

Assists in the maintenance of the Judge's Lobby law library, inventory of equipment, personal records, legal files and calendars.

Operates a variety of office equipment including a personal computer, typewriter, photocopier, calculator and fax machine.

May assist in making travel and lodging arrangements and processes vouchers for reimbursement of expenses, and scheduling appointment and meetings.

Performs related administrative duties as required.

### **Judicial Assistant II Additional Duties**

Types some legal documents from handwritten drafts.

Composes correspondence for the Judge's review and signature.

Provides administrative assistance in such areas as medical malpractice tribunals or mental health commitments.

Performs mid-level administrative duties such as preparing payment vouchers to pay for goods received, recording MMARS documents in the Budgetary Control Register, and preparing monthly expenditure reports and other fiscal documents and reports. May assist in payroll processing activities.

Maintains appointment calendar, arranges meetings, and assists in the scheduling of cases.

Performs all of the duties of the lower level in this series as required.

### **POSITION REQUIREMENTS:**

#### **Judicial Assistant I**

High School diploma or the equivalent.

Prior administrative and/or secretarial experience.

Knowledge of basic English, grammar, spelling, punctuation and legal terminology and citation.

Knowledge of and skill in the use of a personal computer operating under Windows '95 with various software applications.

Ability to type at an acceptable rate.

Ability to use a variety of office equipment and work processing equipment, including personal computers.

Ability to establish and maintain effective working relationships with others.

Ability to exercise judgment and to work without close supervision.

Ability to serve the public and others with business before the court in a courteous and professional manner.

#### **Judicial Assistant II Additional Requirements**

A minimum of three years of experience as a Judicial Assistant I.

Considerable knowledge of court operations and procedures.

Working knowledge of Trial Court fiscal policies and procedures.

Ability to write and use correct grammar, spelling, and punctuation.

**SALARY:**

Completed Trial Court Application for Employment should be forwarded to:

Trial Court Applications for Employment are available at all court locations and at the Administrative Office.

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**